

Kinship Care Eligibility – Provisional Approval

The Kinship Care Eligibility page allows workers to create and view all Kinship Care applications, redeterminations, and appeals in a centralized location within eWiSACWIS. To access the page, click on the Kinship Care item under the home provider and then click on the Kinship Care Eligibility link.

Providers

Filter by: Providers: 216 [Create provider work](#) [Create private provider](#)

☐ Date restricted ☐ Not approved/cancelled ☐ Multiselect

Abby, Alice (9222346) Restricted Provider

Provider details:
Kinship Care Home Level 3
License status: Pending
Des: Milwaukee

Provider address:
456 session 456
Baraboo, WI 50707 (Dane County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890 Ext. 1234
ccake@wisconsin.gov

Actions:
[Please select an action](#)

View provider information

- Assignments
- Kinship Care**
- Parent Agency
- Background Checks
- Licenses
- Placements
- Basic
- Members
- Provider Services
- Home Inquiries
- Narratives
- Services

Kinship Care
[Kinship Care Eligibility](#)
[Images \(4\)](#)

The page can also be accessed by clicking on the Eligibility item under each case where the child is an active participant.

Badger, Bucky (9222456)

Case details:
Child Welfare & Youth Justice
Washburn - Shell Lake
Open OHP exists for associated participant(s)

Case address:
C/O: Jim Leonard
1934 Jumparound Dr.
Madison, WI 53701

Primary worker:
Cake, Caitlin C.
(123) 456-7890 Ext. 1234
ccake@wisconsin.gov

Actions:
[Please select an action](#)

View case information

- Access Reports
- Case/Permanency Plan
- ICWA
- Placements
- Assets and Income
- Child/Youth Images
- Legal
- Planning
- Assignments
- Education
- Payments
- Related People
- Background Checks
- Eligibility**
- Permanency Consultation
- Services

Eligibility

Item	Date	Worker	Status
Kinship Care Eligibility	10/16/2020	Abby, Alice	Pending
Medicaid Eligibility Determination	04/20/2020	Badger, Becky	Approved
Medicaid Eligibility Determination	05/27/2009	AAmishhdfdf, Rebecca	Approved
Medicaid Eligibility Determination	06/11/2008	Badger, Bucky A.	Pending

If the page does not already exist under the home provider, it can be created via the Create Provider Work page.

Create Provider Items

- Administrative
- Check
- Imaging
- Kinship Care**
 - Kinship Care Eligibility**
- License
- Maintenance
- Narrative
- Payment
- Support Plans
- Unlicensed Complaint

Providers

- AA, Ace (9221457)
- AA, Ace (9222485)
- AA-FoodClothingCases, TreatmentMother (9221215)
- AAA Agency (9221107)
- Aardvark, Andrew (9221905)
- Abby, Alice (9222346)
- Abby, Anna (9221614)
- Abby, Art (9222426)
- ABC Group Home (9222225)
- ABC Shelter Care (9221765)
- ABC Shelter Care (9221825)
- Abelman, Andrea (9221076)
- Adolescent Treatment Center (9221965)
- Agency, AAA (20170)
- Aladdin, Mama (9221463)
- Alighieri, Dante (9221090)
- allen, notes (9221393)
- Allendale Association (9222005)
- Altman, Uncle (9221698)
- AMERICAA, JESSIE (9221496)
- Angry Acres (9221551)
- Arnie's House Group Home (9221217)
- Ant Hill CPA (9222545)
- Apple, Arlene (9221925)
- Apple, Reporter (9222625)
- Ash, April (9221103)
- Ashford, Randy (9221717)
- Austin, Zane (9221743)

The page includes three tabs: Initial Eligibility, Redeterminations and Appeals.

Basic

Provider: [Alice Abby \(9222346\)](#)

Kinship Worker: Caitlin C. Cake

Designated County: Milwaukee

Initial Eligibility

Redeterminations

Appeals

Kinship Care Child(ren)

Child Name	DOB	Age	Kinship Type	Eligibility Status	Begin Date	Kinship County	
Aardvark, Alan (9227019)	01/01/2010	10	LTKC	Pending		Milwaukee	Edit
Aardvark, Adam A. (9227179)	05/16/2004	16	VOLKC	Eligible		Milwaukee	View
Badger, BooBoo (9229836)	07/01/2016	4	COKC	Eligible	06/01/2019	Milwaukee	View
Duck, Maynard M. (9225458)	02/02/2006	14	COKC	Eligible	05/01/2019	Milwaukee	View

Insert

Eligibility History

☐ View Made in Error

Close

The ‘Basic’ section contains three fields:

1. **Provider:** Hyperlinked provider name, which opens the Home Provider page. The Home Provider page opens in edit mode for workers that are from the provider’s designated county and have edit security.
2. **Kinship Worker:** The name of the Kinship worker who was most recently assigned to the provider.
3. **Designated County:** The provider’s designated county, as indicated on the Home Provider page.

Initial Eligibility Tab

The ‘Initial Eligibility’ tab is the where the application process for determining Kinship Care eligibility begins. It also displays any pending, current, and historical eligibility determinations for the provider.

- If the provider does not have any current or previous Kinship Care placements or services, this tab will be blank.
- If there are any existing current or pending Kinship Eligibility Determination pages, rows will display in the ‘Kinship Care Child(ren)’ section with either a View or Edit hyperlink.
 - If the Kinship Eligibility Determination page has been fully approved, a ‘View’ hyperlink is displayed.
 - If the Kinship Eligibility Determination page has not been fully approved and is in Pending status, an ‘Edit’ hyperlink is displayed if the worker has edit security and an assignment to the provider. If not, then a ‘View’ hyperlink will display.

The ‘Kinship Care Child(ren)’ section displays determinations with the status of Eligible, Eligible – Waitlisted, and Pending. Records in this section have no End Date, or the End Date is the current date or a future date. Each column is sortable.

- **Child Name:** The name of the child with an open Kinship Care placement or service with the provider or a current/pending Kinship Eligibility Determination.
- **DOB:** The child’s date of birth. Pre-filled from the child’s Person Management page. The DOB field will be blank if there is no date of birth recorded in Person Management.

- **Age:** The age of the child. Calculated by the system and pre-filled using the child's date of birth. If the child is less than one year old, a '0' will display. The age field will be blank if there is no date of birth recorded in Person Management.
- **Kinship Type:** The type of Kinship Care the provider is applying for or has previously applied for. Pre-filled from the 'Kinship Type' field on the Kinship Eligibility Determination page. Possible values are: COKC (Court-ordered Kinship Care), LTKC (Long Term Kinship Care), and VOLKC (Voluntary Kinship Care).
- **Eligibility Status:** The eligibility status of the Kinship Care child as determined on the Kinship Eligibility Determination page once it has been fully approved. Possible values are Eligible, Eligible - Waitlisted, and Pending.
- **Begin Date:** The begin date of the Kinship placement or service or the date the Kinship Eligibility Determination page was fully approved.
- **Kinship County:** Displays the county of the worker who creates and saves the Kinship Eligibility Determination page for the first time.

For new applications, click on the 'Insert' button to create a new Kinship Eligibility Determination page for the child and the provider. Upon clicking the 'Insert' button, the Person Search page launches in order to search for the child. The 'Insert' button will be disabled for workers who do not have edit security and an assignment to the provider.

- If the selected child has an existing Kinship Eligibility Determination that is in Pending status, an alert message will display: "Please note that a Kinship Care Eligibility Determination is already in process for the selected person. A duplicate Determination cannot be created. Please open the pending Determination."
- If the selected child's most recent fully approved Kinship Eligibility Determination has the status of "Eligible", an alert message will display: "The child already has an approved Kinship Care Eligibility Determination. A duplicate Determination cannot be created. Please create the appropriate Placement or Service."

The second section on the page is the 'Eligibility History' section. This section displays Kinship Eligibility Determination records that have been marked as Made in Error, have a status of Not Eligible, or the End Date is in the past. By default, the section is collapsed or not expanded. Each column is sortable.

- **Child Name:** The name of the child with an open Kinship Care placement or service with the provider or a current/pending Kinship Eligibility Determination.
- **DOB:** The child's date of birth. Pre-filled from the child's Person Management page. The DOB field will be blank if there is no date of birth recorded in Person Management.
- **Age:** The age of the child. Calculated by the system and pre-filled using the child's date of birth. If the child is less than one year old, a '0' will display. The age field will be blank if there is no date of birth recorded in Person Management.
- **Kinship Type:** The type of Kinship Care the provider is applying for or has previously applied for. Pre-filled from the 'Kinship Type' field on the Kinship Eligibility Determination page. Possible values are: COKC (Court-ordered Kinship Care), LTKC (Long Term Kinship Care), and VOLKC (Voluntary Kinship Care).
- **Eligibility Status:** The eligibility status of the Kinship Care child as determined on the Kinship Eligibility Determination page once it has been fully approved. Possible values are Eligible, Eligible - Waitlisted, and Pending.
- **Begin Date:** The begin date of the Kinship placement or service or the date the Kinship Eligibility Determination page was fully approved.

- **End Date:** The end date of the Kinship Care placement or service or the date the Kinship Eligibility Determination page was Not Approved or Made in Error.
- **Kinship County:** Displays the county of the worker who creates and saves the Kinship Eligibility Determination page for the first time.

Creating a Provisional Approval

Provisional approval is allowed while background checks are pending for any of the provider's household members that are subject to background checks. This temporary approval may only be granted if the caregiver states that no household members have any arrests or convictions that could adversely affect the child's well-being. Provisional approval expires once the agency determines whether the person who is subject to a background check meets the conditions under s. 48.57(3p) and DCF 58.05(2), or 90 days after the provisional approval was granted, whichever is earlier. During this time, payments can be made to the relative provider.

1. Click on the 'Insert' button on the Initial Eligibility tab to create a new Kinship Eligibility Determination page for the child and the provider. Upon clicking the 'Insert' button, the Person Search page launches in order to search for the child. The 'Insert' button will be disabled for workers who do not have edit security and an assignment to the provider.
 - If the selected child has an existing Kinship Eligibility Determination that is in Pending status, an alert message will display: "Please note that a Kinship Care Eligibility Determination is already in process for the selected person. A duplicate Determination cannot be created. Please open the pending Determination."
 - If the selected child's most recent fully approved Kinship Eligibility Determination has the status of "Eligible", an alert message will display: "The child already has an approved Kinship Care Eligibility Determination. A duplicate Determination cannot be created. Please create the appropriate Placement or Service."
2. Select the appropriate child from the Persons Returned group box and click on the 'Continue' button. If the child does not appear in the Persons Returned group box, a new person record for the child can be created by clicking on the 'Create' button.
3. On the Kinship Eligibility Determination page, select a value from the Kinship Type dropdown and enter a date in the 'Date Application Provided to Family' field.
4. Click on the [Imaging Search](#) hyperlink next to the 'Date Completed Application Received' field. The Imaging Search page launches in order to select an existing image or create a new image of the completed application. Once you have selected the appropriate image, click on the 'Continue' button to return to the Kinship Eligibility Determination page. The date of the image you selected will be populated next to the field as a hyperlink. Clicking on the hyperlink will return you to the Imaging Search page to view details about the image. If you need to edit or delete the image, click on the [Imaging Search](#) hyperlink again.
5. Complete all of the required information on the Provider and Child tabs. Enter as much information as possible on the Background Checks tab. Complete the Eligibility Forms tab per your county processes and procedures.
6. On the Decision Summary tab, check the 'Approved for Provisional Payments' checkbox and save the page. Upon successful save, the 'Status' field in the Basic group box will show Eligible and the narrative field in the Decision Summary group box will pre-fill with the following statement: "The determination status is Eligible."

- Approve the page by selecting 'Approve' from the Options dropdown and then click on the 'Go' button. On the Approval History page, select 'Approve' in the Approval Decision group box and then click on the 'Continue' button to return to the Kinship Eligibility Determination page. Click on the 'Save' button. Upon successful save, the Decision Date will populate and the information on the tabs will become frozen.

Kinship Eligibility Determination Resource Print Help

Basic

Child: [Becky Badger \(9230056\)](#) Date Application Provided to Family: Details 03/01/2021
 Kinship Type: Long Term Date Completed Application Received: Details 03/17/2021
 Status: Eligible Decision Date: Details 06/23/2021

[Provider](#) [Background Checks](#) [Eligibility Forms](#) [Child](#) [Decision Summary](#)

Decision Summary

☒ Approved for Provisional Payments Details

Child/Relative Caregiver is eligible for the reasons stated below:

The determination status is Eligible.

Options: Go

Save Close

- Once the background check information is received or once 90 days has passed, whichever comes first, return to the Kinship Eligibility Determination page to complete the approval. To do so, click on the 'View' hyperlink for the child's row on the Initial Eligibility tab. The Kinship Eligibility Determination page will open in view-only mode.
- Click on the Decision Summary tab and then click on the 'Options' dropdown. Select the Reopen Provisional Approval option and then click on the 'Go' button.

Kinship Eligibility Determination Resource Print Help

Basic

Child: [Becky Badger \(9230056\)](#) Date Application Provided to Family: Details 03/01/2021
 Kinship Type: Long Term Date Completed Application Received: Details 03/17/2021
 Status: Eligible Decision Date: Details 06/23/2021

[Provider](#) [Background Checks](#) [Eligibility Forms](#) [Child](#) [Decision Summary](#)

Decision Summary

☒ Approved for Provisional Payments Details

Child/Relative Caregiver is eligible for the reasons stated below:

The determination status is Eligible.

Options:

- Action
- Approval
- Reopen Provisional Approval
- Made in Error
- Text
- Kinship Care Eligibility Determination

 Go

Save Close

- Confirmation

This action will reopen the Kinship Eligibility Determination page to allow you to make the necessary changes on the Background Checks tab. After making the changes, please complete the work by selecting "Complete Provisional Approval" from the Options dropdown on the Decision Summary tab. Are you sure you want to continue?

Yes

No

- Kinship Eligibility Determination**

Resource Print Help

Basic

Child:	Becky Badger (9230056)	Date Application Provided to Family:	Details	03/01/2021
Kinship Type:	Long Term	Date Completed Application Received:	Details	03/17/2021 Imaging Search
Status:	Eligible	Decision Date:	Details	06/23/2021

[Provider](#)
 [Background Checks](#)
 [Eligibility Forms](#)
 [Child](#)
 [Decision Summary](#)

Decision Summary

☐ Approved for Provisional Payments [Details](#)

Child/Relative Caregiver is eligible for the reasons stated below.

The determination status is Eligible.

Options: [Go](#)

 - Action
 - Approval
 - Complete Provisional Approval
 - Made in Error
 - Text
 - Kinship Care Eligibility Determination

Save Close

14. A confirmation message display to warn you that continuing will disable the page and you will not be able to reverse any changes. Select 'Yes' if you would like to continue and select 'No' if you would like to close the message and not make any changes at this time.

Confirmation

This action will complete the modifications and disable the Kinship Eligibility Determination page. This action is not reversible. Are you sure you want to continue?

YesNo

15. Upon selecting Yes, the system will run a check to make sure all required information has been completed. If there are any errors, they will be displayed at the top of the page. If there are no errors, the information on all of the tabs will once again become frozen. In addition, the Decision Summary tab will display the name of the worker who completed the provisional approval, along with the date completed.

Kinship Eligibility Determination

Resource Print Help

Basic

Child: [Becky Badger \(9230056\)](#)

Kinship Type:

Long Term

Status: Eligible

Date Application Provided to Family:

Details

 03/01/2021

Date Completed Application Received:

Details

[03/17/2021](#)

Decision Date:

Details

 06/23/2021

Provider

Background Checks

Eligibility Forms

Child

Decision Summary

Decision Summary

☐ Approved for Provisional Payments

Details

Provisional Approval Completed by Caitlin Cake on 06/23/2021

Child/Relative Caregiver is eligible for the reasons stated below:

The determination status is Eligible.

Options:

Go

Save

Close

June 2021

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Automated Messages

There are two automated messages (emails) associated with provisional approval. The messages are meant to serve as a reminder to the worker to return to the Kinship Eligibility Determination page to complete the provisional approval prior to the 90-day deadline.

1. Background Checks Needed After Provisional Approval

Purpose:	To notify the primary worker assigned to the Kinship Care provider that missing background checks need to be uploaded to complete the determination, or the Kinship eligibility needs to be terminated.
Description:	This message is created 75 days after the provisional approval.
Sent to:	This message will be sent to the primary worker assigned to the Kinship Care provider, as well as the additional workers identified on the distribution list for the county that made the eligibility decision.
Message text:	Provisional approval for {Provider name (Provider ID)}'s Kinship Eligibility expires on (Decision Date + 90 days). Please upload the required Background Check documentation prior to (Decision Date + 90 days) or proceed with the COC process to terminate the Kinship Care service or placement.

2. Update the Provisional Approval

Purpose:	To notify the primary worker assigned to the Kinship Care provider that missing background checks need to be uploaded to complete the determination, or the Kinship eligibility needs to be terminated.
Description:	This message is created 90 days after the provisional approval.
Sent to:	This message will be sent to the primary worker assigned to the Kinship Care provider and the primary worker's supervisor, as well as the additional workers identified on the distribution list for the county that made the eligibility decision.
Message text:	90 days have passed since provisional approval was granted for {Provider name (Provider ID)}. Please upload the required Background Check documentation or terminate the Kinship Care service or placement.

For more information related to the Kinship Care Eligibility pages, additional user guides and resources can be found on the eWiSACWIS Knowledge Web.